

Changes to Procurement Policy 2.8 and Travel & Expenses Reimbursement Policy 2.16

Background

In April 2011, the Government of Ontario established new Procurement and Expenses Directives for open, fair and transparent financial practices at all Broader Public Sector (BPS) organizations, including The University of Western Ontario. These directives have required us to make some changes to our current Procurement and Travel & Expenses policies and procedures. This document was designed to summarize the most significant changes to policies 2.8 and 2.16.

When and who do the new policies effect?

The new policies are effective January 1, 2012. All staff and faculty are impacted by these new policies and procedures.

What are the most significant changes that I need to be aware of?

Procurement Policy 2.8

Consulting Services

- Regardless of the dollar amount of the purchase, consulting services must be competitively bid. If the purchase is considered non-competitive (sole source), it requires an exemption under a trade agreement and approval from either the President or the Board

Goods/Non-Consulting Services

- Any non-competitive procurement of goods and non-consulting services must be approved by an authority one level higher than the requirements for competitive procurement

Travel & Expenses Reimbursement Policy 2.16

- Elimination of per diems, due to the requirement for original, itemized receipts. New guidelines tied to the Treasury Board of Canada for meals, kilometres and accommodations
- Requirements for submitting and clearing advances, claims and receipts. All reimbursement requests must be received by Financial Services no later than sixty (60) days after the date of completion of the travel and/or date of incurred expense, advances must be cleared within sixty (60) days following the completion of the activity and receipts must be sent to Financial Services within fifteen (15) days from approval of claim. Claims may be rejected or held if receipts, advances and expense reports are not managed within these timeframes.
- Higher levels of approval will be required for some expenses. Examples include pre-approval from a Dean, AVP, Vice-Provost or above on business class airfare for long haul flights or internal hospitality events.
- Electronic submission and payment of expenses for all faculty and staff. Direct deposit will be the primary method of reimbursement for all employees.
- Explicit statement on alcohol- nominal or moderate use.
- The only expenses that can be paid for consultants and contractors are accommodations and travel expenses provided these are explicitly documented in the contract. Meals and other incidental expenses are no longer allowed as separate charges.
- Personal Expense Reimbursement Claims are also impacted by these changes with respect to claims for kilometres traveled and the elimination of per diems.

What types of resources will be provided for Researchers?

Financial Services has created a travel policy supplement document for Researchers that compares and contrasts university requirements and eligibility of expenses to that of major granting agencies. This guide will be available within the new Travel & Expenses Reimbursement procedures document.